

SECRETCOMPARISON OF PRODUCTION STANDARDS

Work standards for Records Center operation are based upon the number of "Actions" one person can perform in one year. An "Action" being any of the following:

- (1) One cubic feet of records received.
- (2) One cubic feet of records destroyed.
- (3) One reference furnished.

A comparison with other government agencies and private industries' records centers, shows that the CIA Records Center has had a much greater sustained rate than any other records center:

<u>RECORDS CENTER</u>	<u>ACTIONS</u>
GSA	9,000
AEC	3,500
Maryland	1,500
Ohio Oil Company	1,500
General Electric Company	
Aircraft Gas Turbine Division	6,000
CIA	
FY 1960	12,547
FY 1961	20,539
FY 1962	23,929
FY 1963	24,212

SECRET

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